

**Massachusetts Executive Office of Public Safety and Security (EOPSS)
Office of Grants & Research (OGR)
Homeland Security Division**

Inventory Tracking Guidance

May 2010

**This document supersedes prior Inventory Tracking Guidance issued by EOPSS,
OGR, Homeland Security Division.**

All sub-recipients that receive federal homeland security grant funding from EOPSS are required to maintain a computer-based inventory of all equipment purchased via federal homeland security funds. Equipment is defined as tangible items with a unit cost of \$500 or greater with a shelf-life of at least one year. All such equipment must, when practicable, be tagged with the following text: **“Purchased with funds provided by the U.S. Department of Homeland Security.”**

The following information as applicable must be included in the inventory system

- Grant Funding Year and Stream Used (e.g., FFY 2008 SHSP)
- Amount and Percentage (if other funds leveraged to procure equipment) of Federal Funds Used for Purchase
- Description of Equipment (e.g., Portable Radio)
- Vendor (e.g., Motorola)
- Serial Number
- Title Holder
- Acquisition Date
- Property ID Number (an internal, sub-recipient produced, tracking number)
- Location of Equipment (XYZ Fire Department)
- Use and Condition of Equipment
- Disposition Date
- Disposition Method/Details
- Transfer Information
- Contact Name at Location Site
- Contact Telephone Number

Sub-recipients are required annually, on or about September 30th, to provide EOPSS with an electronic copy of their inventory record.

Sub-recipients are required to complete a physical inventory of the equipment tracked and the results reconciled with the electronic records at least once every two years.

Please contact your EOPSS Program Coordinator with any questions about this policy.